

California Department of Corrections Financial Information Memo

SUBJECT: UNIFORM CODES MANUAL DISTRIBUTION	FIM NUMBER: 2002-02
REFERENCES:	DATE: May 31, 2002

DISTRIBUTION

Associate Wardens, Business Services
Parole Regional Administrators
Regional Accounting Office Managers
Headquarters Accounting Services Section Administrators
Inmate Services Accounting Administrator

PURPOSE

This Financial Information Memo (FIM) transmits the California Department of Corrections' (CDC) policy regarding the distribution method for the Uniform Codes Manual (UCM) updates.

BACKGROUND

The Department of Finance (DOF) issues and maintains the UCM as the state-wide coding manual for all state agencies, departments, boards and commissions. The DOF currently provides UCM access through their Internet web site, and updates that version concurrently with paper updates. The DOF asked agencies to review the need for paper updates, given available technology, and the costs associated with copying and distributing updates.

DISCUSSION

All CDC entities that receive UCM update distribution have access to the Internet. From the DOF web site, you can view the UCM on screen, print a page(s) or chapter(s), or download the UCM as a file for use on your computer. In addition, the online version allows for search capabilities not available with the hard copy manual.

Internet access to the UCM reduces the department's need for hard copy distribution processes, mailing time, and manually filing of the updates. It allows for multiple users concurrently.

Although other manuals are not yet included in this policy, it should be noted that many resources are available on the Internet. These include the State Administrative Manual, the Penal Code and other California codes, the Department Operations Manual, etc.

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ACTION REQUIRED

Paper copies of UCM updates will no longer be distributed within the CDC.

Access the UCM through the DOF web site at www.dof.ca.gov. From that site, select Information For Government Agencies, then FSCU (Fiscal Systems and Consulting Unit). On that page, you will find Links To Other Information, one of which includes the UCM. Bookmark that page for easier access in the future. In addition, a direct link to the UCM will be provided from the CDC Intranet site.

If you do not have Internet access, or if you have questions regarding the structures represented in the UCM, you may contact your respective Accounting Office liaison for clarification.

If you wish to maintain paper copies, print the pages that have changed for insert into your local manual copy.

If you have further questions regarding this FIM, please contact Paul Thatcher, Chief, Accounting Policies and Procedures Section at (916) 322-6051.

ORIGINAL SIGNED BY

WENDY STILL
Deputy Director
Financial Services Division

cc: Executive Staff
Wardens
Regional Accounting Administrators
Kim Garcia, Accounting Management Branch (A)
Paul Thatcher, Accounting Policies and Procedures